

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 34-201**



11 FEBRUARY 2014

Services

**RECREATION AND MOTOR VEHICLE
STORAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

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OPR: 49 FSS/FSCO

Certified by: 49 FSS/CC
(Lt Col Caryn L. Kirkpatrick)

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This publication implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds*. This instruction establishes policies and procedures applicable to the storage of recreational vehicles on Holloman AFB. It applies to all military personnel and their dependents residing on this installation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Force Support Squadron Outdoor Recreation (49 FSS/FSCO), 280 First Street, Holloman AFB, NM 88330-8273.

SUMMARY OF CHANGES

All guidance previously stated in this OI specific to Soaring Heights and Security Forces has been removed from this operating instruction.

1. Terms Explained.

1.1. Recreation Vehicle (RV) - this term applies to utility trailers, pick up campers, camper shells, camper trailers, boats, boat trailers, motorcycle trailers, horse trailers, dune buggies, motor homes and vehicles in the process of being restored (antique and classic) or needing major repair. Vehicles needing major repair will be limited to 60 days of storage at the compound.

1.2. Active Recreation Vehicle - a self-propelled licensed road vehicle (that is, pickup camper, motor home or dune buggy) used by the owner as a primary means of transportation.

1.3. Designated Storage Compound - located at 5th and Arkansas Street. The word "compound" will be used throughout this instruction when applying to this term.

1.4. Fees and Charges - recreation and motor vehicles stored in the compound will be subject to fees and charges as determined by the Base NAF Council.

2. Responsibilities.

2.1. The 49 FSS/FSCO is the designated OPR for this instruction and will be responsible for the overall RV storage program.

2.2. Personnel who own or purchase an RV while residing on Holloman may contact 49 FSS/FSCO where they will be assigned the next available numbered parking space in the compound. If the compound is full, personnel will be notified to move their RV off base until compound space becomes available. Personnel have the option to store their RV on or off base.

2.3. Each owner of an RV must annually register with 49 FSS/FSCO and is responsible for paying fees in a timely manner, and the security of their property. The 49 FSS/FSCO will issue and control assignment of space within the compound and collect fees.

3. Storage Compound Requirements.

3.1. A maximum of one parking space will be assigned to personnel who are:

3.1.1. Active duty military residing on Holloman.

3.1.2. Waiting spouses residing in base housing.

3.1.3. Active duty military residing off base.

3.1.4. On a space available basis to personnel temporary duty (TDY) to Holloman and Department of Defense (DoD) civilians assigned to Holloman.

3.2. Personnel assigned spaces within the compound are responsible for securing their vehicles and maintaining acceptable housekeeping standards. Maintenance and repairs on stored RVs will not be performed in the compound except on an emergency basis.

3.3. No vehicles except those defined in paragraph 1. will be authorized parking space in the compound.

3.4. Any recreational or motor vehicle found in the storage compound that has not been properly registered will be considered abandoned, ticketed by the 49 SFS, and towed to the impound lot at the owner's expense.

3.5. Storage fees must be kept current. Vehicles which are more than 60 days delinquent, will be considered abandoned, ticketed by the 49 SFS and towed to the impound lot at the owner's expense.

ANDREW A. CROFT, Col, USAF
Commander, 49th Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-2, *Managing Nonappropriated Funds*, 21 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

No forms prescribed.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

49 FSS/FSCO—49th Force Support Squadron Outdoor Recreation

49 FSS/CC—49th Force Support Squadron Commander

49 SFS—49th Security Forces Squadron

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RV—Recreation Vehicle

TDY—Temporary Duty